

<b>Topic:</b>	Developmental Disabilities Employment Services
<b>Date Issued/Updated:</b>	

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### Overview

**Description:** Employment Service Provider Core Competencies, Training Standards, and Credentialing Requirements

**Purpose/Rationale:** Implementation of Oregon's Department of Human Services' (hereinafter referred to as 'DHS' or the 'Department') Employment First policy, [Executive Order 15-01](#), OAR 411-345, and evidence based best practices, requires that employment services for individuals with intellectual and developmental disabilities (I/DD) are provided by people who are credentialed and trained under competency-based training standards. As a step toward meeting this requirement the DHS adopted [Core Competencies and Training Standards for Supported Employment Professionals](#) dated 12/5/2013.

**Applicability:** Employment Provider Agencies, Community Developmental Disability Programs, Brokerages, Office of Developmental Disabilities Services.

### Procedure(s) that apply:

The training requirements are outlined under Oregon Administrative Rule 411-345-0030, regulating ODDS and Medicaid-funded employment services, and are as follows:

#### First Year Requirements\*

- All new Employment Professionals entering the supported employment workforce in Oregon on or after January 1, 2015, are required to complete a minimum of one Department-approved competency-based employment training within 90 days of providing the employment service.
- Every Employment Professional, regardless of the date hired, must demonstrate the Core Competencies and Training Standards within one year of employment in order to provide ODDS funded employment services. **Posted to the [Provider Tools](#) page is an Employment Professional Core Competency Checklist to be used to track and aid in maintaining records of competency attainment, to be furnished upon request from any source. DHS expects that any employment professional will maintain records to furnish verification of training and/or credentialing requirements met.**

#### Annual Continuing Education Requirement

- Every Employment Professional must also complete at least one annual competency-based training as a continuing education requirement to continue to provide ODDS funded employment services.

### Additional Discovery Provider Requirements

- Employment Professionals who provide Discovery must complete a Department-approved 'Discovery' training prior to providing Discovery services. Approved Discovery training is listed in the "Department Approved Employment Service Provider Training Courses" added to the Provider Tools page of Oregon.gov.
- Discovery providers must also be a qualified Vocational Rehabilitation Vendor for Job Development and/or Job Placement services.

\*First Year Core Competencies and Training Standards requirements shall be considered satisfied by any individual holding a current credential from ACRE or APSE, or individuals who have successfully completed a certificate program in Supported Employment from an accredited institution of higher education, such as a University or Community College.

### **Credentialing Requirements:**

Effective July 1, 2016, when delivering an employment service, an agency endorsed to provide employment services and independent contractors must have a minimum of one employee in a position to provide continued support to employment service support staff, which has the Department-approved credentialing pursuant to OAR 411-345-0030. This may include:

- A current Association of Community Rehabilitation Educators' (ACRE) Basic or Professional Certificates;
- A current Association of People Supporting Employment First's (APSE) Certified Employment Support Professional (CESP) Certification;
- A Department approved substantial equivalent. Examples of substantial equivalents include the Institute for Community Inclusion's Supported Employment Certificate or Highline Community College's Supported Employment Certification.

**DHS expects that any employment professional will maintain records to furnish verification of training and/or credentialing requirements met upon request from any source.**

### **Form(s) that apply:**

Information regarding competency-based training courses that will satisfy initial and ongoing training requirements is available on the Provider Tools page of Oregon.gov.

<http://www.oregon.gov/dhs/spd/Documents/Department%20Approved%20Training%20Courses.pdf>

A checklist has been developed to assist in tracking and maintaining records of competency demonstration. This form must be completed by a trainer, mentor, supervisor, manager, or other supervisory staff member that oversees the quality of delivery of employment services an agency provider delivers.

### **Definition(s):**

"Employment Professional" means an employee of an agency service provider, an independent provider, or an employee of an independent provider who has the qualifications and training to provide employment services under OAR 411-345, including individual employment support,

small group employment support, discovery, or employment path services.

"Employment Service" means a service that has obtaining and maintaining competitive integrated employment as the primary goal. Employment services include supported employment - individual employment support (job coaching and job development), supported employment - small group employment support, discovery, and employment path services.

## **Reference(s):**

### Executive Order 15-01

Oregon Administrative Rule (OAR) 411-345 Employment Services for Individuals with Intellectual or Developmental Disabilities

Core Competencies and Training Standards for Supported Employment Professionals adopted January 1, 2014.

Transmittal APD-PT-14-029: Discovery Qualification

Transmittal APD-AR-15-004: Training and Credentialing Requirements for Employment Service Providers

## **Frequently Asked Questions:**

Q: Do employees of Employment Path Services have to satisfy the Core Competencies and Training Standards of Supported Employment Professionals?

A: Yes! If an employee delivers any employment service, they must satisfy employment service provider competencies and training requirements.

Q: How does an Employment Professional 'demonstrate' competencies?

A: Core Competencies and Training Standards for Supported Employment Professionals may be demonstrated in a number of ways:

- Oral Demonstration: Demonstrating competency by explaining a skill, task, or understanding of a concept to another person, such as a trainer, supervisor/manager or mentor.
- Physical Demonstration: Demonstrating a skill, task, or understanding of a concept while observed by a trainer, supervisor/manager or mentor.
- Credentialing: Holding and maintaining current credentials such as APSE, ACRE, or other supported employment certification.
- Professional (Department-Approved) training in Core Competency areas. See list of approved training courses at:  
<http://www.oregon.gov/dhs/spd/Documents/Department%20Approved%20Training%20Courses.pdf>

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